



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

KEITH W. COOLEY  
DIRECTOR

**OFFICIAL**

E-mailed: 12/12/07 (kb)

**Bureau of Workforce Programs**  
**Policy Issuance (PI) No.: 07-20, Change 1**

**Date:** December 12, 2007

**To:** Michigan Works! Agency (MWA) Directors

**From:** Janet Howard, Interim Director, Bureau of Workforce Programs **(SIGNED)**

**Subject:** Fiscal Year (FY) 2008 Jobs, Education, and Training (JET) Program Allocations

**Programs Affected:** JET

**References:** Temporary Assistance for Needy Families (TANF) Regulations 45 CFR 263.13  
  
Reauthorization of the TANF Program, Interim Final Rule, 45 CFR Part 261, et al.  
  
Personal Responsibility and Work Opportunity Reconciliation Act of 1996  
  
Workforce Investment Act (WIA) of 1998  
  
WIA; Final Rules 20 CFR Part 652, et al.

**Rescissions:** None

**Background:** Enabling workers to acquire the skills necessary to succeed in today's 21<sup>st</sup> Century knowledge economy is central to Michigan's strategy for economic transformation and is the foundation for the Governor's No Worker Left Behind (NWLB) initiative. The NWLB initiative aligns all federal workforce dollars used for worker training into a unified workforce development strategy.

The Michigan Department of Labor & Economic Growth's (DLEG's) FY 2008 budget was approved by Governor Jennifer Granholm on October 31, 2007. Due to the 30-day Continuation Budget, PI 07-20 distributed funding based on one-twelfth of the DLEG's FY 2007 TANF and Program Year (PY) 2007 WIA appropriations. This policy issuance distributes JET Program FY 2008 TANF, General Fund/General Purpose (GF/GP) and PY 2007 WIA/Statewide Activities (SWA) funding.

The spending period for WIA/SWA funds carried-forward from PYs 2005 and 2006 is July 1, 2007, through June 30, 2008. PY 2007 funds have a spending period of October 1, 2007, through June 30, 2008. **Please note: Any unspent PY 2005 funds as of June 30, 2008, cannot be carried-forward.**

The Detroit Workforce Development Department (DWDD) was issued a Grant Action Notice for \$21,667 of their \$260,000 Goodwill Pilot Project set aside. The DWDD will receive the remaining \$238,333 via separate policy issuance.

**Policy:**

**JET FORMULA ALLOCATIONS**

To determine the MWAs' FY 2008 JET allocations, the DLEG used the combined FY 2008 TANF, GF/GP, and PY 2007 WIA/SWA funds to be allocated and applied the JET formula as follows:

1. Average monthly Family Independence Program (FIP) participants (50 percent),
2. Total FIP applications approved (20 percent), and
3. Total JET participants (30 percent).

All MWAs were limited to a reduction of no more than 10 percent from FY 2007 levels.

The attached table identifies TANF, GF/GP, and WIA/SWA funding.

JET plan instructions and funding restrictions for FY 2008 are provided under a separate policy issuance.

It is very important that all information regarding services provided to participants are documented on the One-Stop Management Information System. The DLEG is required to provide quarterly reports to the Department of Human Services, which must incorporate the following information:

- the total number of individuals served, which includes:
  - participant name,

- participant ID number,
  - participant case number, and
- the amount of funding expended by category of expense per quarter, and cumulative for the year.

**Action:** MWAs must submit the attached Budget Information Summaries within 30 days from the date of this policy issuance via the Internet e-mail system to [BadraK@michigan.gov](mailto:BadraK@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to Ms. Dell Alston at (517) 335-5858.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration  
Date:**

September 30, 2008

JH:BW:kb

**JOBS, EDUCATION, and TRAINING  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
BUDGET INFORMATION SUMMARY  
General Instructions**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance Number: Enter the appropriate policy issuance number. “07-20, Change 1” has been preprinted.
4. Plan Period: Identify the time period covered by the plan (e.g., 10-01-07 through 09-30-08). “10-01-07 through 09-30-08” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Allocation: Enter total TANF amount allocated for the plan period.

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. Direct Participant Services: Enter the amount to be spent for Direct Participant Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Participant Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants;
- Screening and assessments;
- Development of employability plans;
- Work activities;
- Work supports;
- Case management;
- Salaries and benefits for staff providing program services;
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.

- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education and/or Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education and training activities include secondary education (including alternative programs); adult education, General Educational Development, and English as a Second Language classes; education directly related to employment; education provided as vocational educational training; and post-secondary education.

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational educational training; (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

2. Supportive Services: Enter the amount to be spent for each of the Supportive Services cost categories during the plan period.

- a. Auto Purchase: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowance: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.

- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions;
  - Preparation of program plans, budgets, and schedules;
  - Monitoring of programs and projects;
  - Fraud and abuse units;
  - Procurement activities;
  - Public relations;
  - Services related to accounting, litigation, audits, management of property, payroll, and personnel;
  - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space);
  - Travel costs incurred for official business;
  - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff); and
  - Preparing reports and other documents.
- b. Information Technology and Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develops, maintains, supports, and/or operates the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JOBS, EDUCATION, AND TRAINING  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
BUDGET INFORMATION SUMMARY**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Policy Issuance Number: 07-20, Change 1	4. Plan Period: 10-01-07 through 09-30-08

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: TANF	Amount
1. Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Direct Participant Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education and/or Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(07/07)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

**The Budget Information Summary must be in compliance with PRWORA of 1996. Non-compliance penalty results in withholding of funds.**

**JOBS, EDUCATION, and TRAINING  
GENERAL FUND/GENERAL PURPOSE (GF/GP)  
BUDGET INFORMATION SUMMARY  
General Instructions**

**SECTION I - IDENTIFICATION INFORMATION**

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4. Plan Period: Identify the time period covered by the plan (e.g., 10-01-07 through 09-30-08). “10-01-07 through 09-30-08” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Allocation: Enter total GF/GP amount allocated for the plan period.

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. Direct Participant Services: Enter the amount to be spent for Direct Participant Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Participant Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants;
- Screening and assessments;
- Development of employability plans;
- Work activities;
- Work supports;
- Case management;
- Salaries and benefits for staff providing program services;
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.



- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education and/or Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education and training activities include secondary education (including alternative programs); adult education, General Educational Development, and English as a Second Language classes; education directly related to employment; education provided as vocational educational training; and post-secondary education.

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational educational training; (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

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- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to

volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

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- Procurement activities;
- Public relations;
- Services related to accounting, litigation, audits, management of property, payroll, and personnel;
- Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space);
- Travel costs incurred for official business;
- Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff); and
- Preparing reports and other documents.

- b. Information Technology and Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develops, maintains, supports, and/or operates the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JOBS, EDUCATION, AND TRAINING  
GENERAL FUND/GENERAL PURPOSE (GF/GP)  
BUDGET INFORMATION SUMMARY**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Policy Issuance Number: 07-20, Change 1	4. Plan Period: 10-01-07 through 09-30-08

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: GF/GP	Amount
1. Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Direct Participant Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education and/or Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(07/07)

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**JOBS EDUCATION, and TRAINING  
WORKFORCE INVESTMENT ACT/STATEWIDE ACTIVITIES  
BUDGET INFORMATION SUMMARY (BIS)  
General Instructions**

**SECTION I – IDENTIFICATION INFORMATION**

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2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “07-20, Change 1” has been preprinted.
4. Plan Period: Enter the time period covered by the specific plan action (e.g. 10/01/07 to 06/30/08). “10/01/07 through 06/30/08” has been preprinted.
5. Funding Source: Check the box for corresponding plan this BIS will be used for.

**SECTION II – TOTAL FUNDS AVAILABLE**

1. Appropriation Year (AY) Funding
  - a. Enter the current AY allocated funding.
  - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
  - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
  - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.
2. Carry-in Funding
  - a. Enter carry-in, if any, indicate AY, and indicate if final or estimated. If estimated, the MWA shall ensure the figure is accurate based upon financial balance at the time.
  - b. Enter state level carry-in, if any.
  - c. Enter the sums of lines 2a and 2b to show total carry-in funding.
3. Enter the sums of lines 1d and 2c to show total funds available.

### **SECTION III – CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY**

1. Administration: Enter amount of current allocation planned for administration (limited to 10 percent).

2. Program: Enter amount of current allocation planned for program costs.

If Youth,

a. Enter amount of allocation planned for in-school youth

b. Enter amount of allocation planned for out-of-school youth

**JOBS, EDUCATION, and TRAINING  
WORKFORCE INVESTMENT ACT/STATEWIDE ACTIVITIES  
BUDGET INFORMATION SUMMARY**

**SECTION I – IDENTIFICATION INFORMATION**

1. Michigan Works! Agency:				2. MWA No.:	
3. Policy Issuance Number: 07-20, Change 1			4. Plan Period: 10/01/07– 06/30/08		
5. Funding Source:					
Adult	DW	Youth	Administration	Statewide Activities	Trade

**SECTION II – TOTAL FUNDS AVAILABLE**

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding (Program Year 2007)	\$
b. Transfer in from: Adult [ ] Dislocated Worker [ ]	\$
c. Transfer out to: Adult [ ] Dislocated Worker [ ]	\$
d. Total Current AY funding	\$
2. Carry-in Funding	
a. Carry-in AY _____ Estimated [ ] Final [ ]	\$
b. State Level Carry-in Funding	\$
c. Total Carry-in Funding	\$
3. Total Funds Available	\$

**SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Administration (limitations apply)	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

OWD 162 (revised 07/07)

FY 2008 JET Formula Allocations

Additional Funds

Michigan Works! Agency	Initial FY 08 TANF (\$)	Additional FY 08 TANF (\$)		Total FY 08 TANF (\$)	Initial PY 07 WIA/SWA (\$)	Additional PY 07 WIA/SWA (\$)	Total PY 07 WIA/SWA (\$)	FY 08 GF/GP (\$)	Available Funds (\$)
ACSET	349,175	3,718,389		4,067,564	48,296	229,370	277,666	975,055	5,320,285
Berrien/Cass/Van Buren	167,595	1,784,735		1,952,330	23,181	110,092	133,273	468,002	2,553,605
Calhoun ISD	215,986	2,300,051		2,516,037	29,874	141,880	171,754	603,131	3,290,922
Capital Area	230,493	2,454,541		2,685,034	31,881	151,409	183,290	643,643	3,511,967
Career Alliance	570,146	6,071,538		6,641,684	78,860	374,525	453,385	1,592,110	8,687,179
Central Area	120,579	1,284,061		1,404,640	16,678	79,208	95,886	336,713	1,837,239
Detroit Workforce	1,548,045*	16,477,666**		18,025,711	217,114	1,031,133	1,248,247	4,383,356	23,657,314
Eastern U.P.	23,840	253,871		277,711	3,297	15,661	18,958	66,571	363,240
The Job Force	51,465	661,059		712,524	7,118	41,521	48,639	170,803	931,966
Kalamazoo-St. Joseph	199,967	2,129,467		2,329,434	27,658	131,357	159,015	558,400	3,046,849
Livingston County	14,075	149,889		163,964	1,947	9,246	11,193	39,305	214,462
Macomb/St. Clair	317,114	3,376,975		3,694,089	43,861	208,311	252,172	885,528	4,831,789
Muskegon County	263,352	2,804,462		3,067,814	36,425	172,995	209,420	735,401	4,012,635
Northeast	68,330	727,656		795,986	9,451	44,886	54,337	190,810	1,041,133
Northwest	96,303	1,025,538		1,121,841	13,320	63,261	76,581	268,922	1,467,344
Oakland County	300,337	3,198,320		3,498,657	41,541	197,290	238,831	838,680	4,576,168
Ottawa County	37,100	401,681		438,781	5,131	24,822	29,953	105,182	573,916
Region 7B	93,584	996,587		1,090,171	12,944	61,475	74,419	261,330	1,425,920
Saginaw/Midland/Bay	338,242	3,601,970		3,940,212	46,784	222,189	268,973	944,527	5,153,712
South Central	139,631	1,486,940		1,626,571	19,313	91,722	111,035	389,913	2,127,519
SEMCA	546,064	5,815,076		6,361,140	75,529	358,705	434,234	1,524,860	8,320,234
Thumb Area	81,559	868,529		950,088	11,281	53,575	64,856	227,750	1,242,694
Washtenaw County	107,085	1,140,351		1,247,436	14,811	70,343	85,154	299,029	1,631,619
West Central	87,046	938,287		1,025,333	12,040	57,953	69,993	245,788	1,341,114
Western U.P.	36,137	384,823		420,960	4,998	23,738	28,736	100,910	550,606
Total	6,003,250	64,052,462		70,055,712	833,333	3,966,667	4,800,000	16,855,719	91,711,431

\*Goodwill Pilot Project \$21,667 set aside was issued in a separate PI and GAN

\*\*Goodwill Pilot Project remaining \$238,333 set aside will be issued in a separate PI and GAN

1) Average FIP caseload (50%), and 2) Total FIP applications approved (20%), and 3) Total Work First/JET participants by MWA (30%).

Data for the period from April 1, 2006 to March 31, 2007.